

Utah Department of Transportation State Highway Access Information Request

The following is a list of information required on most requests for access onto a state highway. **Please see the State Rule 930-6, also known as the Department Document, “Accommodation of Utilities and the Control and Protection of State Highway Rights of Way, Section 7: State Highway Access Management”, for additional information and process required for an access application submission and formal review.** A copy of the document may be obtained from any UDOT Region or District office or via the web at <http://www.dot.utah.gov>.

Until a formal review and assessment of submitted application materials, including but not limited to, plans, studies, and or agreements has been performed by the Department, a request for access is denied.

The appropriate UDOT permits officer will assist in determining access requirements and material necessary for review. Additional requirements and investigation may be imposed upon the applicant as necessary to assess and review a complete application.

All plans and drawings should conform to the Utah Department of Transportation’s “*Standard Drawings*”, “*Standard Specifications*”, the American Association of State Highway Transportation Officials’ “*A Policy on Geometric Design of Highways and Streets*” and the Federal Highway Administration “*Manual on Uniform Traffic Control Devices*.” Plans should be submitted on a legible size of at least 11”x17”.

1. Site Plan:

A detailed site plan of the proposed and total development, all phases, is required with the following information:

- a) Exact location of development, including adjacent State Route(s), address, city and county, and geographical references, such as intersecting highways, as necessary to locate the development and potential access points.
- b) Location of the access in relationship to the property lines upstream and down stream from the access, the access width, and the radius of curvature of the access. Parcel lines for properties across from the proposed access, upstream and down stream should be included or noted.
- c) A typical section of the road to access. Include distance to existing right of way and proposed right of way dedications from the centerline of the road to the property line. The section should also include the location of curb, gutter and sidewalk as necessary to meet ADA specifications.
- d) Distance between the access and the nearest roadway (existing and planned) access, in both directions, on the same side and on the opposite side of the highway you are requesting access to.
- e) Locate existing median openings adjacent to the property. Locate existing or planned signal installations adjacent to the property.
- f) Paring on State Highway right of way is prohibited. Do not design or expect to be granted parking privileges on a state facility.

2. Traffic Impact Study:

A document prepared by a professional recognized by the Department as capable of performing a traffic assessment. The scope and study area of which are to be identified by the appropriate Department Region Traffic Engineer. The evaluation should consider site trip generation for, existing, additional development, and future traffic near the site. Facility capacity, signalization and safety issues should also be addressed. The report will be used to determine needed

improvements at the site access and provide data to the State and local jurisdictions on off-site improvement needs to be considered. Verify there is adequate sight distance in accordance with AASHTO standards. Include the proposed lane configurations, signing and striping of access and highway. If a variance from access category spacing and design standards is requested, the traffic impact study will demonstrate acceptable operational analyses identifying the requested access and any necessary area improvements.

3. Utility Plan:

Provide a layout of all existing and proposed utilities within the affected right of way. Show the utility type, size, length of line, depth of trench, and the use of pipe or conduit. All above ground utilities (utility poles, fire hydrants) must be located 18 inches behind the curb. When curb is absent, above ground utilities are to be located clear and beyond the AASHTO define clear zone.

4. Grading and Drainage Plan:

Include a profile of the road you want to access, drawn to scale showing existing drainage features with elevations such as pipe, inlet etc. Show proposed improvements such as: buildings, parking lots, detention systems and control structures. Submit all computations and reference to methodologies used to determine storage volumes and control structure sizes. *Be advised that connecting to a UDOT storm drain system is not permitted.*

5. Pavement Profile:

When applicable for roadway widening and improvement; UDOT requires 12" of granular borrow, 6" untreated base course and 6" of AC-20 or better grade asphalt conforming to current state specifications. Saw cut and tack coat vertical cuts in asphalt.

6. Recent County Plat /Aerial:

Provide a copy of current plat map of the area and a topographic drawing showing existing features. On larger developments include a recent aerial photo showing the development site and neighboring subdivisions, large office/shopping centers, or other sites.

7. Area / Background Studies:

Include or reference information or adjacent area studies that show planned or proposed development adjacent to or nearby your proposed development and access point.

The Department Region permits Officer will serve as public point of contact concerning any submitted grant of access application and its materials.

The Department requests that the above information and any additional application materials be submitted concurrently with the grant of access application. The department will review all submitted materials and issue a letter of completeness advising the applicant that formal review will commence. If insufficient information and materials are submitted or found to be lacking, a letter will be issued informing the applicant. Not until the completeness letter has been issued will a formal review of the application be performed. The Department will need approximately 45 days review time upon acceptance of a complete access request application and permit review fee. Formal notification of complete application acceptance will be sent to the applicant.

Until formal review and assessment has been performed, request for access is denied.

A grant of access permit is not an authorization for construction of an access. A construction permit, must be obtained from a UDOT Permits Officer. A construction permit will detail method and materials of construction, time and date of construction activity, environmental mitigation measures as necessary, and traffic control plan.

STATE OF UTAH - DEPARTMENT OF TRANSPORTATION					SIDE A	
STANDARDS GRANT OF ACCESS APPLICATION						
Reference Utah State Rule 930-6 or Section 7 - State Highway Access Management, of the document Accommodation of Utilities and the Control and Protection of State Highway Rights of Way before completing this application. Complete all items or mark NA if not applicable						
Please print or type		Assigned Permit #:			YY-XXXX (REV 9/2005)	
1) Property Owner (Permittee)			2) Organization or Applicant Name:			
Street Address & City			Street Address & City			
State & Zip	Phone #	Fax #	State & Zip	Phone #	Fax #	
3) Address of property to be served by permit				E-Mail Address		
4) Legal description of property		County		City		
Subdivision	Block	Lot	Section	Township	Range	
5) Has a preapplication meeting been held with the appropriate Region Office			Attendees:			
____ No ____ Yes			If yes, meeting date:			
6) What State Highway are you requesting access to?			7) What side of the highway is the access? (circle) N S E W			
8) State Highway Access Category (circle) 1 2 3 4 5 6 7 8 9			9) Access Type Agricultural Residential Commercial			
10) Permit Level & Traffic Impact Study Level (circle) I II III IV			11) Connection Type Private Development Local Street facility			
12) How many feet is the proposed access from the nearest milepost? ____ ft (circle) N S E W From:			13) How many feet is the proposed access from the nearest cross street? ____ ft (circle) N S E W From:			
14) What are the GPS coordinates of the proposed access?			Latitude _____ Longitude: _____			
15) Permit Type. Check all that apply ____ New access ____ Temporary access ____ Removal of access ____ Change in access use ____ Improvement of existing access ____ Variance from Standards Requested ____ Request for breach in NO Access or Limited Access line						
16) What is the approximate date you intend to begin construction?						
17) Do you have any knowledge of any state highway access permits serving this property, or adjacent properties in which you have a property interest? ____ No ____ Yes, if yes - what are the permit number(s)? and/or permit date						
18) Does the property owner own or have any interests in any adjacent property? ____ No ____ Yes, if yes - please describe -						
19) Are there other existing or dedicated public streets, roads, highways or access easements bordering or within the property? ____ No ____ Yes, if yes - list them on your plans and indicate the proposed and existing access points.						
20) If you are requesting commercial or industrial access please indicate the types and numbers of businesses and provide the floor area of each. Total build out density.						
Business		Square Footage		Business		Square Footage
21) If you are requesting agricultural field access - how many acres will the access serve?						
22) If you are requesting residential development access, what is the type (single family, multi-family, townhouse) and number of units? Total build out density.						
Type		Number of Units		Type		Number of Units
23) Provide the following information from the site plan:						
a) Access width _____ ft		b) Radius of curvature of access _____ ft				
c) Posted Speed of Road _____ mph		d) Sight distance in both directions Distance (a) _____ Distance (b) _____				
e) Edge clearance in both directions Distance (a) _____ Distance (b) _____		f) Corner clearance Distance (a) _____ Distance (b) _____				
g) Access Spacing Distance (a) ____ Distance (b) ____		h) Frontage length of property ____ ft		i) Right of Way width Existing ____ ft Proposed ____ ft		
24) Have all necessary permits and agreements been obtained? ____ No ____ Yes			Local Government Agency			
25) Have you completed the checklist of items on reverse side (Side B) and attached the necessary plan sheets (Plans must be legible size 11" x 17" or 36" x 24". ____ No ____ Yes						
If an access permit is issued to you, it will state the terms and conditions for its use. Any changes in the use of the permitted access not consistent with the terms and conditions listed on the permit may be considered a violation of the permit.						
The applicant declares under penalty of perjury in the second degree, and any other applicable state or federal laws, that all the information provided on this form and submitted attachments are to the best of their knowledge true and complete.						
Applicant Signature				Date		
If the applicant is not the owner of the property, we require this application also to be signed by the property owner or their legally authorized representative (or other acceptable written evidence)						
This signature shall constitute agreement with this application by all owners-of-interest unless stated in writing. If a permit is authorized, the property owner will be listed as the permittee.						
Property Owner (Permittee) Signature				Date		

STANDARD GRANT OF ACCESS PERMIT APPLICATION (CONTINUED)**Instructions:**

1. **Property Owner (Permittee):** Please provide the full name, mailing address and phone number of the fee surface rights owner of the property.
2. **Organization or Applicant Name:** If the applicant is other than the fee surface rights owner of the property to be served, then the applicant shall include sufficient evidence of concurrence or knowledge in the application by the fee surface rights owner and proof of development rights, (i.e.. option to buy, federal use permit). When the owner or applicant is a company, corporation or government agency, the office, title and the name of the responsible officer shall be provided.
3. **Address of Property to be Served by Permit:** Provide if the property to be served has an official street address. If the access is a public street or road, note the name (future name) of the street or road.
4. **Legal Description of Property:** Fill in this item to the extent that it applies. This information is available at your local County Courthouse, or on your ownership deed.
5. **Preapplication Meeting:** Prior to submitting a permit application, applicants should contact the appropriate Region Office for information about the application process and the type of information that may be required to be submitted. The applicant is advised to consult with the Region Permit Officer and local land use authorities (City and/or County) during a preapplication meeting to determine the appropriate access category, permit application level, and traffic impact study requirements and scope for the project. Indicate whether or not a preapplication meeting was held and if so, include the date and attendees.
6. **State Highway:** Provide the State Highway number that you are requesting access to.
7. **Side of the Highway:** Circle the appropriate direction to indicate what side of the highway the requested access is located.
8. **State Highway Access Category:** Assigned access category number, listed in the State Highway Access Inventory, attending Permit Officer to verify. Assigned 1-9.
9. **Access Type:** Choose type from Agricultural, Residential, Commercial. Intended use for access applied for.
10. **Permit Level & Traffic Impact Study Level:** Circle Type (I, II, III, or IV) corresponds to density of land use, intensity of traffic generated, and access category for site. See Tab 2-2, Grant of Access Permit Level. Chapter 7, State Highway Access Management.
11. **Connection Type:** Denotes type of connection serving a private development or for local street access.
12. **Nearest Milepost:** Indicate the distances from the requested access to the nearest milepost, circle the appropriate directions and note the milepost number.
13. **Nearest Cross Street Distance:** Indicate distance to nearest cross street, circle appropriate direction and name of cross street.
14. **GPS Coordinates:** If obtainable or available, please indicate the latitude and longitude of the requested access.
15. **Permit Type:** Mark all that apply
16. **Construction Date:** Enter the approximate date that you intend to begin the construction of the proposed access and work within state highway right-of-way.
17. **Existing Access Permits:** Indicate knowledge of existing access permits to the subject property or adjacent properties in which the applicant has a property interest.
18. **Interest in Adjacent Property:** Indicate interest in any adjacent property.
19. **Abutting Streets:** If there are any other streets, roads, or easements, existing or proposed, that abut the property, they should be shown on the requested plan(s).
- 20 - 23. **Access Use:** The access use identified in these items will determine the type of access design that the permit will allow. Specifically, projected use helps establish traffic generation, peak hour activity and vehicle type, which in turn determines the appropriate design standard for the access. The projected full development of the property is to be used.
23. **Site Plan Information:** Provide the appropriate items from the proposed project site plan. (a) If more than one access is being requested, a separate application shall be submitted for each proposed access. (b) For "flared" driveways, label as "flared". (c) Edge clearance is the distance from the edge of the access to the adjacent property. (f) Corner clearance is the distance from the edge of the access to the corner of any roadway. (g) Access spacing is the distance between any two accesses on the same side or opposite sides of the highway. (h) Frontage length is the length of property that abuts the highway.
24. **Necessary Permits and Agreements:** Indicate whether the necessary local government agency permits and/or agreements have been obtained. Note the local government agency.
25. **Checklist Items and Plan Sheets:** Indicate if Side B checklist items are complete and necessary plans are attached to the application.

Checklist of Required Items:

- ☐ Aerial photo of development site for subdivisions, large office/retail centers or sites expected to generate more than 500 vehicle trips per day.
- ☐ Site circulation and parking layout.
- ☐ Location of existing median openings serving the subject property.
- ☐ Location of all public streets serving the subject property.
- ☐ Property lines and ownership of abutting parcels and all out-parcels.
- ☐ Location of buildings and other features that affect sight distance or circulation on public roads.
- ☐ Pavement profile. Pavement should meet Utah Department of Transportation Specifications and Standards.
- ☐ Inset Site Location Map.
- ☐ Driveway profile.
- ☐ Typical roadway section(s) showing curb, gutter, and ADA compliant sidewalks.
- ☐ Utilities within the State Highway right-of-way.
- ☐ Hydraulic and drainage calculations, including a site plan showing existing and proposed drainage features. UDOT storm drains shall not be utilized.
- ☐ Signing and striping sheets.
- ☐ Traffic Impact Analysis document(s).

Notes:

All projects shall be designed to Utah Department of Transportation *Standard Drawings and Specifications*, American Association of State Highway and Transportation Officials *A Policy on Geometric Design of Highways and Streets*, and the United States Department of Transportation Federal Highway Administration *Manual on Uniform Traffic Control Devices*.